

The Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS) is hiring temporary workers to support the delivery of services to victims of Hurricane Katrina. We are looking for applicants to fill the following types of positions:

- **- HUMAN RESOURCE ASSISTANT**

- **\$15.00 per hour**

Duties: Compile and keep personnel records using automated system. Compile and type reports from employment records. Compile and post employee time and payroll data using automated system. Search employee files and furnish information to authorized personnel.

- **HOURS: 7:00 a.m. to 7:00 p.m. 7 days a week.**

INSTRUCTIONS ON HOW AND WHERE TO APPLY

To apply for any of these positions, please prepare your resume and submit to U.S. Post Office, P.O. Box 5097, 750 Florida Street, Baton Rouge, LA 70802. Resumes must include your Social Security Number, contact information (home phone, cellular phone etc) a self-certification of U.S. citizenship, work experience, education and special skills. Once your application is submitted, the Human Resource staff will review for qualifications.

PLEASE NOTE: Qualified applicants will be contacted for pre-employment screening and FBI fingerprint check for a security background investigation.

THE FEDERAL EMERGENCY MANAGEMENT AGENCY IS COMMITTED TO EMPLOYING A HIGHLY QUALIFIED WORKFORCE THAT REFLECTS THE DIVERSITY OF OUR NATION. All applicants will receive consideration without regard to race, color, national origin, sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, and any other non merit factor.

The Federal Government is an Equal Opportunity Employer.